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SUBJECT: **ARCHITECTURAL TECHNICAL GUIDE 0026 (May 5, 2006)**
Submittal Format for Deliverables, Plans, and Specifications:
Requirements for All Rural Development Direct Loan, Grant, and Guaranteed Loan
Construction Projects

PURPOSE:

The purpose of this Architectural Technical Guide (ATG) is to provide a general overview of the requested submittal format for deliverable materials, including plans and specifications, during any project which receives Rural Development sponsorship via direct loan, grant funds, and/or guaranteed loan.

RESPONSIBILITIES:

It is the responsibility of the applicant to provide the guidance set forth in this Architectural Technical Guide to the Architect of Record for their subject project. The architect should, in turn, provide applicable submittals in the formats contained herein to Rural Development and the applicant.

SUBMITTAL REQUIREMENTS:

1. Preliminary Review Drawings – These drawings should be provided in electronic form utilizing Adobe Acrobat or other .pdf file format. Electronic documents should be delivered by CD-ROM.
2. Schematic Design Drawings – These drawings should be provided in electronic form utilizing AutoCAD 2000 or later .dwg file format. Electronic documents should be delivered by CD-ROM.
3. Design Development Drawings – These drawings should be provided in electronic form utilizing AutoCAD 2000 or later .dwg file format. Electronic documents should be delivered by CD-ROM.
4. Construction Development Drawings – These drawings should be provided in electronic form utilizing AutoCAD 2000 or later .dwg file format. Electronic documents should be delivered by CD-ROM.
5. Corrected Bid Documents – These drawings should be provided in electronic form utilizing AutoCAD 2000 or later .dwg file format. Electronic documents should be delivered by CD-ROM. Any additional “half-sized” printed set of drawings should also be provided.

NOTE: Please “bind” ALL .dwg files prior to submittal in order to prevent broken XREF links.

Please provide all specification manuals in a single Adobe Acrobat or other .pdf format file. Also additional information requested should be provided in Adobe Acrobat .pdf file format.

If documents cannot be provided in the formats requested above, then please forward them in full-size printed form.

This request for electronic drawings reflects Rural Development's continued attempt to maximize efficiency and reduce printing costs accrued to the applicant. Additionally, this further enhances our "green" mentality by reducing paper usage in a transition to a "paperless" office.

Should you have any further questions on this subject, please contact the State Architect.

A handwritten signature in blue ink, appearing to read 'J. Miller', with a large, stylized loop at the end.

JOSHUA W. MILLER
State Architect
USDA/Rural Development